

## DLM Test Administrator Checklist

Step	Completed
<p><b>1. Confirm student eligibility to participate in DLM alternate assessments using <a href="#">Sample IEP Form I7-A</a>.</b></p>	
<p><b>2. Read the <a href="#">TEST ADMINISTRATION MANUAL</a>.</b></p>	
<p><b>3. Use the resources on the <a href="#">DLM Wisconsin webpage</a> to become familiar with the DLM system, the content being assessed, and the procedures to prepare for the assessment.</b></p>	
<p><b>4. Share information about DLM alternate assessments with <a href="#">parents or guardians</a>, preparing them for their students' new assessment experience.</b></p>	
<p><b>5. Activate your <a href="#">Educator Portal (EP)</a> account by following the instructions in the KITE™ activation email or by using your username and password from the prior year should be used.</b></p> <ul style="list-style-type: none"> <li>• You will not receive an activation email until your data manager uploads your information into EP. (If you already have an EP account, skip this step.)</li> </ul>	
<p><b>6. Complete the annual Security Agreement in your EP profile.</b></p> <p>Test administrators will not be able to administer testlets if they do not agree to and sign the Security Agreement each year. See page 15 of the <a href="#">Educator Portal User Guide</a>.</p>	
<p><b>7. Complete the <a href="#">Required Test Administrator Training</a> through Moodle. Be sure to print your certificate of completion once you have finished.</b></p> <ul style="list-style-type: none"> <li>• Moodle can be accessed at <a href="http://training.dynamiclearningmaps.org/login/index.php">http://training.dynamiclearningmaps.org/login/index.php</a>.</li> <li>• Your user name is your email address (all lower case). Your password is the first part of your email address, up to the @ sign (all lower case). You will be asked to reset your password after your initial log-in.</li> <li>• The quiz must be passed with 80% or better accuracy.</li> <li>• You will have two opportunities to re-take the qualifier if not successful on first attempt.</li> <li>• If you do not pass after two tries, you will be required to review the module(s) that you were not successful on. You will also have to re-take the corresponding qualifiers with 80% accuracy or better. You can continue to review and re-take the modules and associated qualifiers until you are successful.</li> <li>• The next training module will only become available when the quiz is successfully completed or a message appears that all requirements have been met.</li> </ul>	

Step	Completed
<p><b>8. Use the <a href="#">ACCESSIBILITY MANUAL</a> and work with Individualized Education Program (IEP) teams to determine what accessibility supports should be provided for each student taking DLM alternate assessments.</b> Record the chosen supports in each student’s Access Profile in EP, see page 31 of the <a href="#">Educator Portal User Guide</a>.</p>	
<p><b>9. Review student demographic information in EP for accuracy and correct if needed.</b></p> <p>a) <b>Ensure student data are correct.</b> Confirm student’s names are spelled correctly, as well as grade level, DOB, State ID, etc. Notify your Assessment Coordinator if changes are necessary. See page 23 of the <a href="#">Educator Portal User Guide</a>.</p> <p>b) <b>Ensure roster data are correct.</b> Do all eligible students appear on my list of students? If you are administering both the ELA and Math to a student or students, you should see two rosters: one for ELA and one for Math. If you are also administering science or social studies you should also have rosters for these content areas. See page 27 of the <a href="#">Educator Portal User Guide</a>.</p>	
<p><b>11. Submit completed and updated First Contact (FC) survey in EP.</b></p> <p>Students do NOT receive testlets if the FC survey is not submitted. See page 42 of the <a href="#">Educator Portal User Guide</a>.</p>	
<p><b>12. Ensure your technology personnel has installed the most current version of KITE Client on assessment devices.</b></p> <ul style="list-style-type: none"> <li>• Confirm that all computers and devices being used to test students have the latest version of the KITE client installed.</li> <li>• The KITE Client needs to be re-installed every year as older versions may not be compatible with current years. The DLM website provides information on version availability and system status at <a href="http://dynamiclearningmaps.org/content/kite">http://dynamiclearningmaps.org/content/kite</a>.</li> </ul>	
<p><b>13. Familiarize yourself and your students with DLM testlets:</b></p> <p>a) Educators should consider how the student communicates and what tools the student uses or needs to communicate.</p> <p>b) Access <a href="#">practice activities and released testlets</a> by using a demo login and the “Practice First” option in KITE Client.</p>	
<p><b>14. Consider the district and school assessment schedules to ensure students complete all DLM testlets during spring assessment window.</b> Wisconsin’s test window is March 19-May 4. <i>DPI encourages test administrators to start as early in the test window as possible to accommodate student absences and testlet delivery wait time.</i></p>	

Step	Completed
<p><b>15. Download the <a href="#">social studies rater form</a> for students in grades 4, 8 and 10.</b> Complete the rater form as instructed prior to opening the SS testlet. When completing the SS testlet, you will be asked to enter the performance score derived from the rater form. The form itself should be maintained within your district.</p>	
<p><b>16. Schedule locations and times for assessment sessions.</b></p>	
<p><b>17. Retrieve student’s username and password from EP.</b> Follow the steps detailed on page 51 of the <a href="#">Educator Portal User Guide</a>.</p>	
<p><b>18. Retrieve the Testlet Information Page for the first testlet.</b> TIPS contain specific test materials (e.g., manipulatives, calculators, etc....) needed for individual testlets and should be reviewed prior to administering each testlet. Gather materials needed before beginning assessment. A summary of materials for <a href="#">ELA</a>, <a href="#">math</a> and <a href="#">science</a> is posted on the Educator Resource page. See page 54 of the <a href="#">Educator Portal User Guide</a>.</p>	
<p><b>19. Assess student on the first testlet.</b></p> <ol style="list-style-type: none"> <li>As each remaining testlet becomes available, retrieve the Testlet Information Page, gather materials, and assess the student.</li> <li>Field Test Testlets may be assigned to students after operational testing has been completed.</li> </ol>	
<p><b>20. Use the DLM Test Administration Monitoring Extract to confirm that all testlets have been completed.</b> See page 74 of the <a href="#">Educator Portal User Guide</a>.</p>	

**If you need assistance:**

- Visit DLM and Wisconsin Department of Public Instruction websites:
  - o DLM’s Wisconsin Page: <http://dynamiclearningmaps.org/wisconsin>
  - o Wisconsin DPI DLM Page: <http://dpi.wi.gov/assessment/dlm>
- Contact your District or Building Assessment Coordinator
- Contact Wisconsin DPI:
  - o Assessment Related Questions: [michael.peacy@dpi.wi.gov](mailto:michael.peacy@dpi.wi.gov) or 608-267-3164
  - o Special Education Related Questions: [iris.jacobson@dpi.wi.gov](mailto:iris.jacobson@dpi.wi.gov) or (608) 266-1781
- Contact the DLM Service Desk:
  - o 1-855-277-9751
  - o [DLM-support@ku.edu](mailto:DLM-support@ku.edu)

**Additional DLM Resources:**

- [DLM FAQ](#)-
- Professional Development Videos for Instruction-<http://dlmpd.com/clds/video-links/>
- Educator Resources Page for ELA and Math [http://dynamiclearningmaps.org/content/erp\\_ye](http://dynamiclearningmaps.org/content/erp_ye)
- Educator Resource Page for Science [http://dynamiclearningmaps.org/sci\\_resources](http://dynamiclearningmaps.org/sci_resources)
- [Parent Brochure WI \(pdf\)](#): basic information for parents about the DLM assessment
- [Sample Parent Letter/Guide to DLM Score Reports \(docx\)](#)- Under Scoring and Reporting

**Number of Testlets for Spring Assessment**

This chart shows the number of testlets to expect during spring assessment. It is organized by grade for each subject area. Wisconsin assesses ELA and math in grades 3-11, science in grades 4 and 8-11, and Social Studies in grades 4, 8 and 10.

Test Administrators should verify that they have completed all required testlets before the end of the test window.

Grade	Math Testlets	ELA Testlets	Science Testlets	Social Studies Testlet
<b>3</b>	6	7	-	-
<b>4</b>	7	7	9	1
<b>5</b>	6	7	-	-
<b>6</b>	6	6	-	-
<b>7</b>	6	6	-	-
<b>8</b>	6	6	9	1
<b>9</b>	6	6	9	-
<b>10</b>	6	6	9	1
<b>11</b>	6	5	9	-



# Where Do You Find....?

*THINK: Educator Portal*

*THINK: KITE Client*

*Is for Educators*

*Is for Kids*

DLM WI Web Page <a href="http://dynamiclearningmaps.org/wisconsin">dynamiclearningmaps.org/wisconsin</a>		Educator Portal <a href="http://educator.cete.us">educator.cete.us</a>	Moodle <a href="http://Training.dynamiclearningmaps.org">Training.dynamiclearningmaps.org</a>	KITE Client-Download <a href="http://dynamiclearningmaps.org/kite">http://dynamiclearningmaps.org/kite</a>
Test Administration Manual	Accessibility Manual	DLM Security Agreement	Test Administrator Training Modules	Utilize Student usernames and passwords
Blueprints for ELA	Blueprints for Math	Student Rosters	Test Administrator Module Post-Quizzes	Students' Testlets
Educator Portal User Guide	Blueprints for Science	Access Profile & First Contact Survey	Certificate of Completion	Practice Testlets (using demo student profiles e.g., demo.lisa)
Professional Development Modules	Educator Resource Pages for ELA, math and science	Student TIPS Page		
Parent Brochures, sample letters and report information	Guide to Released Testlets & Practice Activities	Retrieval of Student Username & Passwords		